

3.7 CANCELING A PERMIT APPLICATION

There are situations where a carrier may realize that a permit application should be canceled. The system attempts to accommodate the carrier, while still protecting the need to compensate the State for completed efforts. In general, only permit applications that have not been approved (either by the system or by a state employee) can be canceled. There may be fees, however, that must still be paid even if the permit application is canceled. Failure to pay these fees in a timely fashion is cause for INDOR to place the company on hold.

Screen 1: The User's Home Page

The process begins from the user's home page. Each user has a set of menu options down the left side of the screen. These menu options are based upon the security privileges that the user has been assigned in the system.

If you are have the appropriate security privilege, you will have a menu option named "Cancel A Permit" on the left side of the screen. The relative position of the menu option will differ by user. Click on this menu option to begin.

Queue Statistics

Total Permits in Queue:	0
Oldest Permit in Queue:	N/A
Total Permits Reviewed By Agents Today:	2
Total Permits Approved by Agents Today:	2
Total Permits Approved Overall Today:	8

Temporary Individual Queues

Permit Service Account Application			
6/27/05 13:33	super	ROAN'S PERMITTING SERVICE 2	SSN: 010-47-7703184516
Carrier Account Application			
6/13/05 17:13	super	C. DARK SIDE INTERSTELLAR CARGO	FEIN: 123456781

Transaction Queue

Pending Junior Agent:

Pending Senior Agent:

Carrier Account Application

1. (4)	6/13/05 05:13	REBEL FREIGHT	124567873
	3931958404		

Carrier Account Application

2. (4)	6/13/05 05:13	JOKERCORP	123211574
	9964003207		

Carrier Account Application

3. (4)	6/13/05 05:13	THEONHOLDCORP	1015
	0838141797		

Pending INDOT Agent:

Overweight Superload

1. (5)	6/17/05 05:30	CAMBRIDGE SYSTEMATICS	FEIN: 000012345
	4241525737		

Screen 2: Search Criteria

There are four possible search criteria:

1. By a specific transaction number;
2. By a specific company name;
3. By a permitting service's FEIN/SSN; or
4. By a carrier's FEIN/SSN.

Choose Application To Cancel - Microsoft Internet Explorer

Address: <http://cvodev2.int.camsys.com/in-dor-osow1.0.18/app/app-submission/cancel/searchApplications.action>

Indiana DEPARTMENT OF REVENUE

MCS Home Logout Contact Us

Choose Application To Cancel

[Help] [Manage Help]

Enter Search Criteria	
Search by Transaction Number:	<input type="text"/>
or	
Company Name:	<input type="text" value="ROANS"/>
PermitService Identification:	<input checked="" type="radio"/> FEIN <input type="radio"/> SSN
Carrier Identification:	<input checked="" type="radio"/> FEIN <input type="radio"/> SSN
Carrier USDOT:	<input type="text"/>

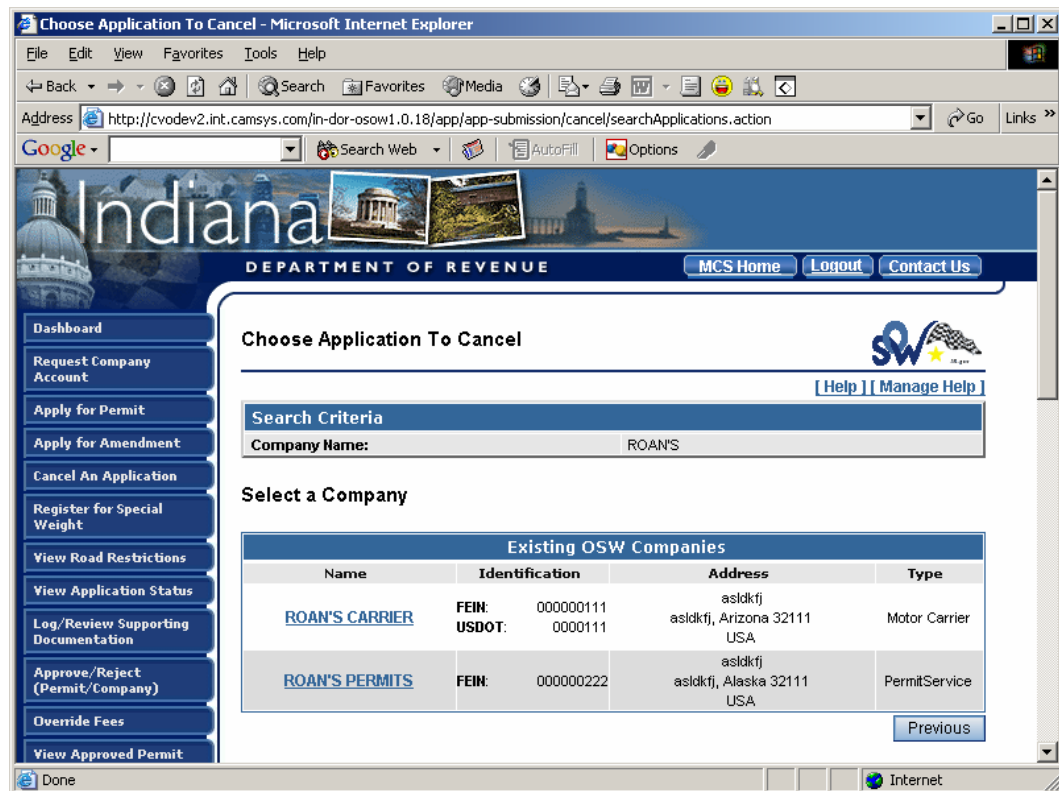
Clear Search Criteria Search

State employees may use any of the four criteria. Carriers may not use the permitting service criterion, and are limited to search for their own permits. Permitting services also must provide the U.S. DOT number of the carrier.

Click the “Next” button to continue the search.

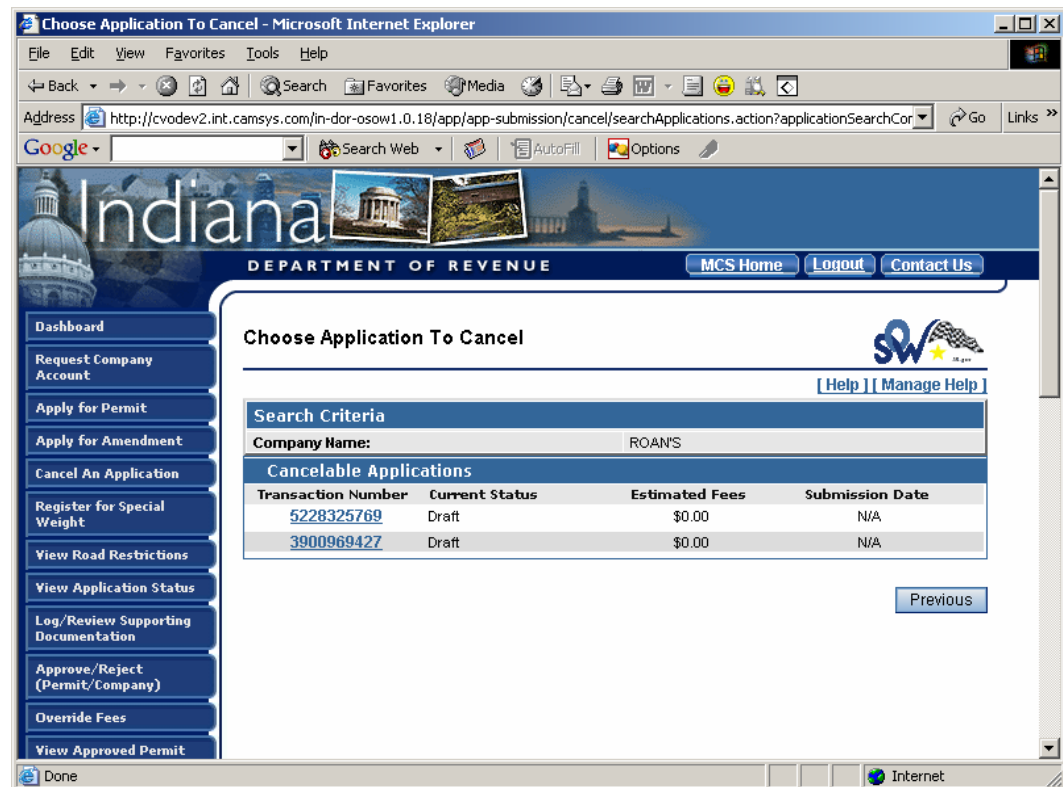
Screen 3: Company Selection

If a company search was requested, Screen 3 will appear. This screen returns a list of all companies that meet the search criteria. If the desired company appears, click on the company's name to continue. Otherwise, click on the “Previous” button to change the search criteria.



Screen 4: Permit Selection

Once the company has been identified, the system will return the set of all permit application that may be canceled. Each permit application is on its own row, along with its current status, estimated fees, and submission date. If the desired transaction appears, click on the transaction number to continue. Otherwise, click on the "Previous" button to change the search criteria.



Screen 5: Permit Details Screen

Once a permit application has been selected, the system provides the user with the relevant information about the permit, so that the user may double-check that this in fact is the appropriate permit application to be canceled.

Cancel Application #5228325769 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://cvsdev2.int.camsys.com/in-dor-osow1.0.18/app/app-submission/cancel/searchApplications.action?applicationSearchCor>

Log Violation
Resolve Violation
Reports
Publish Online Help

ROUTE INFORMATION	
Load Serial No	
Load Description	
Transport Method	
Origin	
Destination	
Mileage	
Route Description	
Is a Custom Route	
Is Toll Road	
Is All Interstate	
Route Survey Conducted	No
Letters from Utility Companies Needed	No
Signal Contractor	None Needed
Hardship Comments	

[Override Fees](#)

By clicking "I Agree", you agree on behalf of ROAN'S CARRIER that ROAN'S CARRIER shall pay all non-refundable fees associated with this application.

Previous I Agree

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If you are certain that this permit application should be canceled, click on the “I Agree” button. Otherwise, click on the “Previous” button to change the search criteria.

Screen 6: Cancellation Reason

State employees are asked to provide a reason why this permit application should be canceled. This is a free-form text field, and formatting such as carriage returns will not be kept. Click on the “Confirm” button to continue.

Carrier and Permitting service users do not see this screen.

Screen 7: Cancellation Confirmation

The system will now confirm that the permit application has been canceled. If any fees could not be canceled, the total will be provided to the user on this screen. The user must pay these fees in a timely fashion, failure is cause for INDOR to place the company on hold.